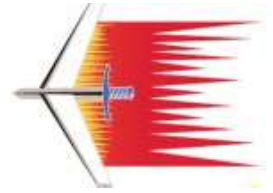




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2022-24

Open: 1 MAR 22 Closes: 15 MAR 22

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
HEALTH SERVICE ADMIN	041A3	O4-O5	009832491L

ADVERTISE: On Board AGR Only

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 156th Aeromedical Evacuation Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Lt Col Shawn Suber	shawn.suber@us.af.mil	704-391-4134	231-4134

DUTIES AND RESPONSIBILITIES

1. Maintains all responsibilities to properly manage, equip and train combat ready personnel for the purpose of attaining the Unit Mission Statement and supporting higher headquarters. Determines Squadron goals that are the foundation for long and short range planning and execution of all programs. Provides the focus for all Squadron functions and activities ensuring operational and organizational plans support the vision and goals of the Squadron and ensures that funds, equipment, manpower, and facilities are properly resourced and utilized to meet the mission. Ensures operational goals are in alignment with higher headquarters direction and local limitations. Coordinates logistics activities with supervisors, various base activities, and higher echelons of logistics such as JFHQ-NC, NGB, and AMC. Maintains liaison with counterparts at other ANG bases, to ensure a prompt and free exchange of pertinent technical, management, and mission information. Set and adjust short-term priorities. Ensure that work is assigned to subordinates based on those priorities. Provides airmen with advice, counsel or instruction on both work and administrative matters. Maintains military and full-time strength through recruiting and retention programs. Oversees the accomplishment of the mission training program. Ensures Squadron Unit Type Code (UTC) training satisfies established requirements and meets combat readiness objectives and Air Force contingency requirements. Ensures instructor personnel meet and maintain stringent certification and qualification standards. Ensures personnel are trained and exercised in wartime skills. Ensures required records and documentation of programs are maintained. Makes critical judgments and on-the-spot decisions regarding the safety of assigned personnel. Hears and resolves airmen complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Creates a work environment free of bias and harassment and ensures Equal Employment Opportunity Program is effective. Establishes channels of communication within the squadron to keep personnel informed and provide feedback. Finds ways to improve or increase the quality of the work directed. Develops performance standards, explains performance expectations, evaluates the work performance of subordinates, and gives special recognition for outstanding performance.

2. Oversees the programs of the Squadron through subordinate supervisors that supervise technical and administrative activities within the organizational units. Briefs ANG Group and Wing leadership, Adjutant General, National Guard Bureau (NGB) and outside agencies on problems involving the relationship between the work of the organization supervised and broader programs, and the impact on such programs. Assures reasonable equity among units of performance standards and rating techniques developed by subordinates. Administers the execution of the allocated budget involving both federal and state funds. Through subordinate supervisors ensures logistics plans meet mobilization/mobility requirements and support war plans. Monitors and controls the expenditure of material and manpower resources in accomplishment of peacetime and wartime mission goals. Makes decisions on work problems presented by subordinate supervisors. Finds and implements ways to eliminate or reduce barriers and impediments in the support and performance of the Operational Support mission.

3. Assist unit-level oversight for administrative, logistics and communication support to AE operational activities, AE crew management and coordination with flight line support agencies. Plans, develops, and publishes operational policies and procedures within the general framework, as established by higher echelons of command. Actively monitor and address issues identified by the Commander Continuous Improvement Program.

SPECIALTY QUALIFICATIONS

- MINIMUM QUALIFICATIONS:
- 1. Must have current 041A3 AFSC with 3 years of experience in Aeromedical Evacuation operations.
 - 2. Min/Max Rank: O-4/MAJ - O-5/LTCOL
- *This is not a commissioning opportunity*

SPECIAL CONSIDERATIONS

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. Applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members.
9. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
10. Must have adjudicated Security Clearance before starting tour.
11. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013 (Completed and Signed)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP)
3. ARCNet Readiness print out. (which will includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from myFitness
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Announcement Number, Last name, First name, Grade

Email ENCRYPTPTED Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.